



IMPROVEMENT PLAN INITIAL SUBMITTAL CHECKLIST E-9

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____
Drawing No. _____ Project Engineer _____

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Completed and signed city Engineering Plancheck Application
- _____ 4. a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description
-see engineering standards on city website for digital submittal requirements and checklist
- _____ 5. Copy of environmental clearance or completed E.I.A. form, Part 1, with copy of improvement plans attached, if no prior CEQA approval
- _____ 6. *Nine sets of prints of the improvement plans folded to 9" X 12"
- _____ 7. *Two sets of bound drainage report
- _____ 8. *Two sets of bound soils report
- _____ 9. *Two copies of earthwork quantity calculations
- _____ 10. *Two copies of engineer's cost estimate
- _____ 11. Two sets of preliminary title report (issued within six months of application)
- _____ 12. Three copies of all signed conditions of approval (if applicable)
- _____ 13. Three sets of prints of approved site plan or tentative map signed by planner and project engineer (if applicable)
- _____ 14. Two sets of water system analysis if in Carlsbad Municipal Water District (if applicable)
- _____ 15. Two sets of sewer study if in city sewer district (if applicable)
- _____ 16. Reference drawings and maps (if applicable)
- _____ 17. Concurrent submittal required (as applicable): final/parcel map, grading plans, easement documents, temporary construction easement for off-site grading, etc.
- _____ 18. Original and one copy of completed and signed Storm Water Compliance form per the completed Project Threat Assessment Worksheet. Check type of compliance form required : ☐ Tier 2 ☐ Tier 3
- _____ 19. Two sets of Storm Water Pollution Prevention Plan (SWPPP). Check type of SWPPP required using the Project Threat Assessment Worksheet: ☐ Tier 2 ☐ Tier 3
- _____ 20. Original and one copy of completed and signed Storm Water Standards Questionnaire
- _____ 21. *Two sets of Storm Water Management Plan (SWMP) (required if project is defined as a priority project per Storm Water Standards Questionnaire or if conditioned with project)
- _____ 22. SWPPP/SWMP review fee(s), if applicable
- _____ 23. Improvement plancheck fee
- _____ 24. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



IMPROVEMENT PLAN RESUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____
Project Name _____
Planchecker _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. Original and one copy of completed Security and Agreement Data Sheet
- _____ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- _____ 6. * _____ sets of corrected prints of the improvement plans folded to 9" X 12"
(Distribution: 1 File, _____ EM, _____ PCE, _____ Fire, _____ Building, _____ Parks & Recreation,
_____ Transportation, _____ Design, _____ M&O-Storm Drain, _____ M&O-Wastewater, _____ M&O-Water,
other (specify): _____)
- _____ 7. *Two sets of corrected bound drainage report signed and sealed by engineer of work
- _____ 8. *Two sets of corrected bound soils report signed and sealed by soils engineer
- _____ 9. *Two sets of corrected engineer's cost estimate signed and sealed by engineer of work
- _____ 10. *Two sets of corrected water system analysis if in Carlsbad Municipal Water District
- _____ 11. *Two sets of corrected sewer study if in city sewer district
- _____ 12. *Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- _____ 13. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, grading plans,
easement documents, temporary construction easement for off-site grading, other: see below
- _____ 14. Two sets of corrected SWPPP
- _____ 15. *Two sets of corrected SWMP
- _____ 16. Department comments: _____ Fire, _____ Parks & Recreation, _____ Traffic, _____ Design, _____ Eng P&P, _____ M&O,
_____ other (specify): _____ (Distribution: to indicated departments)
- _____ 17. OTHER: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



IMPROVEMENT PLAN MYLAR SUBMITTAL CHECKLIST E-9

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Drawing No. _____ Project Name _____
Planchecker _____ Project Engineer _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. Digital copy of plans
- _____ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- _____ 6. * _____ sets of corrected prints of the improvement plan folded to 9" X 12"
(Distribution: 1 File, 1 Eng P&P, _____ PCE, _____ other (specify): _____)
- _____ 7. One copy of all signed conditions of approval
- _____ 8. *Original mylars signed and sealed by engineer of work and including all other required signatures
- _____ 9. Concurrent mylar submittal required (as applicable): final/parcel map, grading plans, easement documents, temporary construction easement for off-site grading, other: see below
- _____ 10. One copy of approved SWPPP
- _____ 11. One copy of Notice of Intent Receipt letter with WDID number separated from SWPPP
- _____ 12. *Two sets of approved SWMP signed and sealed by engineer of work
- _____ 13. One 24" x 36" copy of approved single sheet post-construction BMP exhibit (rolled)
- _____ 14. Verification of submittal of securities and agreements
- _____ 15. Payment of fees in the amount of \$ _____
(see enclosed Fee Summary Listing(s) for fee itemization)
- _____ 16. Department approvals: _____ Fire, _____ Parks & Recreation, _____ Traffic, _____ Design, _____ Eng P&P, _____ M&O, _____ other (specify): _____
- _____ 17. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____